

**DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT**

Date: August 12, 2008

Position Title: Data & Research Analyst (Unclassified – 19 hour)

Salary: \$13.50 Hourly

Location of Position: DORS/Education
1717 Industrial Drive
Jefferson City, MO 65102

Position Ends September 2009

This position will be responsible for assisting with the assembling and analysis of both quantitative and qualitative data gathered from 15 correctional schools. This includes the following: preparing questionnaires for gathering data; entering data into a database; querying the database; tabulating raw data; editing raw data for accuracy, completeness, and comparability; assembling summary statistical information; preparing periodic reports in rough draft including graphs and charts. In addition, there will be some general clerical support duties such as maintaining correspondence and report files, composing correspondence, and operating office equipment.

Additional Computer Skills Required:

1. Competent using the following software: Adobe Acrobat Pro; MS Word, Excel, Access, and PowerPoint; MS Windows 2000 Pro and XP Pro.
2. Adept with the following peripheral hardware: HP scanner, HP printer, DVD/CD burner, external hard drive, media card readers, and LCD projector.
3. Be willing to learn how to operate a SMART Board interactive whiteboard and use its software programs.
4. Have good communication skills in order to coordinate with 15 statewide schools.
5. Be familiar with database development including the following: entity relationship diagrams; normalization; and building tables, inputting data, and creating/running queries on MS Access.
6. Have experience analyzing and interpreting masses of data.
7. Be a self-starter who is able to follow directions and meet deadlines.
8. Have excellent attendance.

Anyone interested in this position may contact Ellie Hueste at 573-526-6536.

Application Closing Date: September 22, 2008

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